

KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT (KSCSTE)

Grant under the Scheme for Promotion of Inter Institutional Research Collaboration (SPIIRC) Scheme

Title of the Research Proposal:

Name and Address of the Implementing Institution:

Name and Address of the Collaborating National Institution:

Name, Designation and Address of the Principal Investigator (PI):

Name, Designation and Address of the Co - Investigator(s) (Co-Is):

File No.:

1. SPIIRC scheme aims to promote the Inter Institutional Research Collaboration with a multi-disciplinary approach by supporting the Research proposals from State R&D Centres/R&D Institutions/University Departments/Govt or Aided Institutions, having social relevance pertaining to the State. Research Proposals from Research Centres/R&D Institutions/ University Departments/Govt. or Aided Colleges in Kerala having experience in conducting research and technology development activities in the research area will be supported under the scheme. The Proposal shall be for a Collaborative Research with the National level premium R&D /Academic Institutions in the Country having excellent track record in the area of research.
2. The financial grant for the project will be for a maximum period of 3 years. The grant is exclusively for the stipulated research and does not include any civil construction or moveable or immovable properties.
3. The project team shall comprise of PI and at least two Faculty Members/Scientists and one Researcher from the State Institution and at least 1 Faculty Member/Scientist and 1 Researcher from the National Collaborating Institution. The Researchers from the State/National Institutions shall be Research Scholars registered for full-time PhD or Post-Doctoral.

4. The proposal must state clear and measurable deliverables with timelines. The scheme aims to enable productive academic and research co-operation by supporting the visits of researchers in Inter-Institutional basis. The researchers can visit the laboratories of different premier institutions in India.
5. The grant will be released on yearly basis and subsequently subject to the satisfactory progress of the research work and submission of Progress Reports and audited Utilization Certificate (UC) & Statement of Expenditure (SE). The UC & SE shall be furnished on yearly basis. The quantum of funding shall be based on the recommendations of Programme Advisory Committee (PAC) of SPIIRC and approval of the Council.
6. Reallocation of funds within the sanctioned budget will not be generally allowed, however, may be considered based on genuine grounds and with the specific recommendation of PAC. The PI should submit request for reallocation/ re-appropriation and extension in the prescribed format well before time. However, re-appropriation from manpower will not be normally allowed. The scheme does not encourage procurement of equipments for the project but the equipments available in other Institutes may be made use of and the usage charges, may be included in the budget head under 'other costs.' Extension of duration of project beyond 6 months will not be granted normally. The amount of grant shall be utilized for the purpose for which it is granted within a period of one year from the date of receipt of the amount or Council Order date, whichever is convenient to the PI, and the same should be intimated in writing to KSCSTE.
7. For permanent, semi-permanent assets acquired solely or mainly out of the project grant, an audited record in the form of a register shall be maintained by the Institution. The grant shall not be utilized for construction of any building unless specific provision is made for that purpose. Full infrastructural facilities by way of accommodation, water, electricity, communication etc. for smooth implementation of the project shall be provided by the Implementing Institution. All the assets acquired from the grant will be the property of KSCSTE and should not be disposed off or encumbered or utilized for purpose other than those for which the grant had been sanctioned, without the prior approval of the Council.
8. At the conclusion/ termination of the project, the Council has the discretion to gift the assets to the Institute or transfer them to any other Institute as appropriately.
9. The Principal Investigator/Institute shall furnish Progress Reports on the activities of the project on quarterly basis. Quarterly Progress Reports (QPRs) should be submitted with effect from the Date of start of the project (ie. if the date of start is 01.08.2021, then the first QPR shall be for the period 01.08.2021 to 31.10.2021, second QPR from 01.11.2021 to 31.01.2022 and so on). The Institute/ PI should also furnish Annual Progress Report at the expiry of one year from the date of start of project (ie. if the date of start is 01.08.2021, the Annual Progress Report shall be for the period 01.08.2021 to 31.07.2022 and so on).
10. In addition, the Council may designate Scientist/ Specialist or an Expert Panel to visit the Institute periodically to review the progress of the work being carried out and to

suggest suitable measures to ensure realization of the objectives of the project. During the implementation of the project the Institute should provide all facilities to the visiting scientist/ specialist or the Expert Panel by way of accommodation etc. at the time of their visit.

11. At the time of seeking the further instalment of grant, the Institute/ PI has to furnish the following documents:
 - a) Audited Utilization Certificate (UC) and Statement of Expenditure (SE) (audited by Accounts Officer in case of Govt. Institutions and audited by a Chartered Accountant in case of Aided Institutions) for the previous project year in the prescribed format (in original or copy if sent earlier);
 - b) Latest authenticated Statement of Expenditure including Committed Expenditure for the year, till the previous month;
 - c) Annual Progress Report, if not sent earlier.

These documents must be submitted within 3 months of completion of project year.

12. Further instalment of financial grant will be released based on the review of the Project by the Programme Advisory Committee (PAC). The Utilization Certificate and Statement of Expenditure (UC & SE) should be countersigned by the HOI to the effect that the grant has been utilized on the heads for which it was sanctioned. The final audited Utilization Certificate and Statement of Expenditure, Final Technical Report (FTR) and Project Completion Report (PCR) shall be submitted within three months of completion of the project.
13. On completion of the project, the Principal Investigator through the Implementing Institution shall submit 2 copies of bound volume of Project Completion Report (PCR) and 3 copies of Final Technical Report (FTR) in the prescribed format (soft binding without using plastic material). Along with PCR and FTR, the Asset Transfer Certificate duly signed by the Head of the Implementing Institution shall also be submitted in the prescribed format.
14. A review will be arranged for the completed projects. The PI shall present the Project progress before the PAC constituted by KSCSTE for final evaluation. The Final Technical Report (FTR) will be evaluated by the Programme Advisory Committee (PAC) and grades (in the scale of 1 to 10) will be awarded to each project based on the research output. No projects shall be sanctioned in future by KSCSTE to the PIs whose project FTR are graded below 6.
15. The unutilized portion of the grant amount at the end of the project period shall be refunded to Council forthwith by DD in favour of Member Secretary, KSCSTE. The unspent amount need not be refunded at the end of first or second year, but the amount may be automatically adjusted towards the release of subsequent grants, unless otherwise it is specified.

16. If for any reason, it is found that the recipient has not utilized the grant for the purpose for which it was sanctioned, he/she shall be disqualified for getting any further grant and steps shall be taken against such person/persons for realizing the amount of grant.
17. The Institute shall maintain separate audited accounts for the project. If it is found expedient to keep a part or whole of the grant in a bank account earning interest, the interest thus earned should be reflected in the Utilization Certificate. The interest thus earned will be adjusted towards further instalment of grant.
18. The Institute shall not entrust the implementation of the work for which the grant is being sanctioned to another Institution nor will it divert the grant receipts to other Institute as assistance. In case the Institute is not in a position to implement or complete the project, it should, forthwith, refund to the Council the entire grant received by it or the balance grant with it as per the prevailing Council norms.
19. Regarding the recruitment of Project Staffs, the application to the position shall be invited on an open basis through advertisements and there shall be a selection committee constituted for the purpose. PI should furnish the details of the Project personnel recruited in the project along with a copy of Appointment Order. If a vacancy arises in the due course, details of new project personnel appointed should also be reported promptly. Project personnel will be eligible only for casual leave, as per rules of the Institution. PI may authorize participation by such staff in any scientific event in India or abroad which may be treated as on duty. Maternity leave as per Govt. of India instructions would be available to all categories. Students, selected as Project Fellows are encouraged to register for higher qualification and the tuition fees to undertake this may be reimbursed to the student from the contingency grant sanctioned under the project grant, subject to the discretion of the PI/Head of the Institution. All the personnel including research personnel appointed under the project, for the full/ part duration of the project, are to be treated as temporary employees and will be governed by the administrative rules/ service conditions of the implementing Institution. No reference on these issues should be made to KSCSTE and that KSCSTE will not be responsible for such appointments. The KSCSTE will have no liability, whatsoever, for the project staff after completion of the project duration and cannot make any claim either to the implementing institution or to KSCSTE for any type of appointment. Scale and emoluments for the posts which are not covered under the guidelines of the scheme are to be governed by the norms prevalent in the Implementing Institution.
20. The Council reserves the right to terminate the project at any stage if it is convinced that the grant has not been properly utilised or appropriate progress is not being made. Also, the PI is liable to refund the grant amount in part or in full in case of unsatisfactory implementation of the project or unwillingness to co-operate with the Council for monitoring or evaluating the progress of the project.
21. The project becomes operative with effect from the date of receipt of Council Order or the date on which the amount is received by the Implementing Institution. This date should be intimated by the Institution authorities/ Principal Investigator to the Council. It will, in no case be later than one month after the receipt of the amount by the Institute.

22. If the PI to whom a grant for a project has been sanctioned wishes to leave the Institution where the project is based, the Institute/ PI will inform the same to the Council and in consultation with Council, evolve steps to ensure successful completion of the project, before relieving the PI. HoI shall intimate to the Council if any change/transfer/absence/leaving of the PI from the Institution duly.
23. Investigators wishing to publish technical/ scientific papers based on the research work done under the project, should acknowledge the assistance received from Council, indicating the scheme. Investigators are also requested to publish the research papers emerging out of the project work in leading Indian Journals.
24. If the results of research are to be legally protected through IPR, the results should not be published without action being taken to secure legal protection for the research results. The Investigator(s) should not enter into any collaboration with a foreign party (individual/ industry) without prior approval of KSCSTE.
25. The knowledge generated from the project will be the property of KSCSTE and should be properly acknowledged. Transfer of technology generated, applications for patents, etc., shall be done only in consultation with KSCSTE and as agreed upon by KSCSTE and the Implementing Institution.
26. The Programme Advisory Committee/ KSCSTE may enforce additional guidelines for the operation of the scheme from time to time and the Institution/Investigators are required to strictly observe such directions in the conduct of the research work.

We agree to the terms and conditions stated above.

Signature with date:

Signature with date:

Signature with date:

**Name and Address of
Principal Investigator**

**Name and Address of
Co-Investigator(s)**

**Name and Address of
Head of the Institution**

Office Seal with date